

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Committee:	Kaua'i Fire Commission	Meeting Date	February 5, 2018
Location	Mo`ikeha Building – Meeting Room 2A/B	Start of Meeting: 2:03 p.m.	End of Meeting: 3:18 p.m.
Present	Chair Thomas Nizo; Vice-Chair Chad Pacheco; Members: Alfredo Garces Jr., Linda Kaauwai-Iwamoto, Alfred Levinthol, Michael Martinez and Clifton (Jimmy) Miranda. Also present: Board & Commissions Office Staff: Administrative Specialist Lani Agoot; Administrator Paula Morikami; Office of the County Attorney: Nicholas Courson; Fire Department: Fire Chief Robert Westerman and Deputy Fire Chief Kilipaki Vaughn.		
Excused			
Absent			

SUBJECT	DISCUSSION	ACTION
	Prior to the meeting being called to order, Administrative Assistant to the County Clerk, Eddie Topenio officiated the Oath of Office for Commissioners Linda Kaauwai-Iwamoto and Alfred Levinthol. Their first will term end on December 31, 2020.	
Call to Order		Chair Nizo called the meeting to order at 2:03 p.m. with seven (7) members present constituting a quorum.
Approval of Meeting Minutes	Open Session Meeting Minutes of December 4, 2017. Chair Nizo called for a motion to approve the meeting minutes as circulated.	Mr. Miranda moved to approve the meeting minutes as circulated. Mr. Pacheco seconded the motion. The motion carried 7:0.
Chief's Monthly Reports for the month of December	<ol style="list-style-type: none"> 1. Fire Commission Reports 2. Fiscal Year 2017/2018 Report 3. Daily Flight Hours and Alarm Data 4. Chief's announcements and other pertinent updates 	

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	<p>Fire Chief Westerman gave an overview of his monthly reports highlighting the Fire Captains promotional interviews, his meeting with the Ocean Safety Bureau Captains, Promotional Pinning and Recruit Graduation Ceremony, his arbitration meeting with the union regarding Bargaining Unit 14 and members of the caucus representing Bargaining Unit 11 to discuss the Department's upcoming union contract.</p> <p><u>Operations Bureau</u> The Department's medical calls have been growing at a rate of 24% each year due to the increase in tourism on the island.</p> <p><u>Equipment & Apparatus Status</u> The Department's equipment and apparatus are all in good shape and fully operational. The Department is currently working on trying having a spare apparatus readily available in case one of their equipment should breakdown.</p> <p><u>Training Bureau</u> 25 personnel attended the following trainings: (2) attended the FBI (Federal Bureau of Investigation Weapons of Mass Destruction Training, (15) attended the Advance Burn Life Support Training and (8) attended the NREMT (National Registration Emergency Medical Training) refresher course.</p> <p><u>Fire Prevention Bureau</u> There was a total of 2 fire investigations in the month of December compared to 7 in the last fiscal year to date. The Drone Committee is doing its due diligence to get the Department qualified by the FAA (Federal Aviation Administration) so it can use their drone to respond to emergency calls and conduct surveillance to potential fire hazard areas.</p> <p><u>Ocean Safety Bureau</u> There was a total of 31 rescues in the month of December one of which included a jet ski rescue. Roving Patrol conducted (3) rescues and (1) jet ski assist. Drowning Statistics – There was (1) drowning in December.</p>	

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	<p><u>Fiscal Report</u></p> <p>As of December 31, 2017, the Department has expended 50% (\$14,899,367.15) of its original budget of \$31,629,948.00. There was no significant changes other than the Department had to transfer funds to cover some of its shortfalls due to overtime and workmen's compensation claims.</p> <p><u>Daily Flight Hours and Alarm Data</u></p> <p>There was a total of 2.5 hours of which 1.2 hours went to search & rescue, 0.5 hours to maintenance and 0.80 hours went to training.</p> <p>Chair Nizo asked the Commissioners if they had any questions for Fire Chief Westerman regarding his monthly reports, and if not, he had a few questions he would like to ask the Chief. His first question pertains to the recent search and rescue mission that was conducted last week to look for a missing fisherman. He asked relative to their drone if the Department has other technologies that could have enhanced the search for the missing fisherman.</p> <p>Fire Chief Westerman replied that there are some drones that carry multiple type's cameras like infrared cameras (Flir thermal imaging) besides your regular black and white or color drones. He noted that having a drone to conduct search and rescue missions has its advantages but having someone in the water on a jet ski for 8 hours constantly looking that missing person makes the chances of finding that person just as good. He added that search and rescue missions is on the edge of what the Department had plan on using their drones for like entering into a hazardous environment without physically putting a body into an area where the conditions are less desirable or conducting an aerial view during a brush fire (without having to use Air 1) to get a birds eye view to see the extent of the fire and what direction the fire may be heading to.</p> <p>Chair Nizo asked with all of the recent drownings happening on the island of Maui what type of proactive measures is the Kaua'i Fire Department doing in terms of ocean safety.</p>	

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	<p>Fire Chief Westerman replied that about six (6) months ago, the Department added a new tab into its records management system to keep record on whether the cause of drowning was related to the use of a regular snorkel mask or a full face snorkel mask. In regard to the percentage of drownings on the island of Maui, he doesn't have any information on the percentage of drownings that were related or not related to the use of a snorkel mask, but they are keeping tabs on the situation. As for other proactive measures, the Department is going out to the different activity centers across the island to advise them that they should not rent out just the snorkels or boogie board without fins.</p> <p>Mr. Miranda asked relative to Air 1 are there other hangers at airport that are available and in good shape that can be rented out to house Air 1. Fire Chief Westerman replied that Air 1 is currently being housed in a hanger with a rotting door. He explained that when the Department first rented the hanger they spent \$35,000 on improvements one of which included fixing the door, however, as time passes the door is now in bad condition allowing the night moist air to seep into the hanger exposing it to Air 1. However, plans are in the works with the State to change the location so the hanger door will now be facing leeward once the new hanger is built.</p> <p>Ms. Kaauwai-Iwamoto asked roughly how much does a drone cost. Fire Chief Westerman replied that the drone the Department has cost \$2500.00, but the price will vary depending on what the needs are. He shared that for the new fiscal year they will be putting in \$30,000 to purchase another drone of which \$20,000 will be funded by State grant and the balance of \$10,000 will be paid for by the Department.</p>	
<p>KFC 2018-01</p>	<p><u>Update by Fire Chief Westerman on the status of the Kaua'i Fire Department's Strategic Goals.</u> Fire Chief Westerman handed out copies of the Department's Strategic Initiatives and Goals.</p> <ul style="list-style-type: none"> • <u>Strategic Initiative no. 1.</u> Improve departmental operations and organizational efficiency through assessment, restructuring and modernization of systems and technology. <u>Goal 1.2</u> – Utilize technology to improve departmental efficiency. As 	

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	<p>of 12/29/17, the County is still having issues with the implementation of the County’s Exec-Time Timesheet software. The Department of Human Resources is working with the company to try to resolve the issues.</p> <ul style="list-style-type: none"> • <u>Strategic Initiative no. 2.</u> Invest in the Kaua‘i Fire Department’s future by ensuring the training and development of department personnel to build capacity and leadership. <u>Goal 2.2</u> – Provide professional development opportunities to build leadership and job-related skills. As of 12/29/17, Nick Hill is on the verge of completing the 2018 Leadership Kaua‘i. Deputy Fire Chief Vaughn and Battalion Chief Kanoho have completed their Fire Officer 1 and is set to attend Fire Officer II in March 2018. Assistant Chief Dean Lake has completed his final paper for the EFO Program which he submitted on Friday. • <u>Strategic Initiative no. 3.</u> Planning and preparation to provide emergency medical services. <u>Goal 3.1</u> Provide basic life support (BLS) service to meet intermediate needs. As of 12/29/17, the Department has trained 53 National Registered Emergency Medical Technicians (NREMT) and two (2) OSO’s are pending completion of their test. The next recruit class starts in March 2018 with fourteen firefighter recruits. <u>Goal no. 4.1</u> Maintain 80% of staffing on a daily basis. As of 6/30/17 – Staffing has been running over 80% and is above the national standard. <u>Goal no. 5.1</u> Maintain an average response time of 6 minutes 90% of the time. As of 12/27/17 – The response time as reflected in the records management system (RMS) show that the Department has not been running on an average of 6 minutes 90% of the time but continues to struggle trying to be exact. On an average the Department is down 7.12 minutes compared to 7.49 minutes in the previous report. The Department is still trying to find a way to disqualify the outliers in the data. <u>Goal no. 6</u> 99% of the first responder vehicles are mission capable. As of 12/29/17 – All vehicles are mission capable. 	

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	<p>Fire Chief Westerman stated that as a suggestion perhaps the Commissioners could have a discussion at the next meeting on whether or not it wants to select new goals for the 2018 year or continue to receive updates on the current goals.</p> <p>Vice Chair Martinez asked in regard to the trainings where is it going to take place? Deputy Fire Chief Vaughn stated that relative to the Fire Chief's new job description position some of the qualifications now includes being certified as a Fire Officer I, II, III and IV. He explained that back in late October or early November, they began to pave the way to become certified as a Fire Officer I. In regard to Vice Chair Martinez's question about the trainings they will be leaving in about a week and half to Texas to attend the Fire Officer II Certification Class, then in April they will be leaving again to attend the Fire Officer III and IV Certification Class. He added that upon getting certified they both will be recognized by their peers as a Fire Officer IV or Fire Chief. The classes will be held at Texas A&M Extension.</p> <p>Vice Chair Martinez stated that relative to Fire Chief's Westerman's suggestion that the Commission have a discussion on selecting new goals, he thinks the Commission should continue to monitor the goals. Fire Chief Westerman shared that the goals that was previously sent to all of the Commissioners came in an excel spreadsheet and it included 60 goals and initiatives in which, the Commissioners reviewed all of the goals and came up with a consensus on the goals they wanted to monitor. Chair Nizo asked if he could resend the goals and initiatives and highlight the ones that the Commissioners already looked with a different color. Fire Chief Westerman stated that would be difficult to do because the each goal has already been highlighted with different colors, but he'll try.</p>	
KFC 2018-02	<p>Approval of the Fire Commission revised 2018 Meeting Schedule.</p> <p>Chair Nizo called for a motion to approve the revised 2018 Meeting Schedule.</p>	<p>Mr. Levinthol moved to approve the 2018 revised Fire Commission's Meeting Schedule. Mr. Miranda seconded the motion. The motion carried 7:0.</p>

SUBJECT	DISCUSSION	ACTION
Announcement	Chair Nizo announced that the Commission's next meeting is scheduled for Monday, March 5, 2018 at 2:00 p.m. at the Mo'ikeha Building, Meeting Room 2A/2B.	At 2:33 p.m. Chair Nizo called for a recess to clear the room for Executive Session.
Executive Session	<p><u>ES KFC 2018-001:</u> Pursuant to Hawai'i Revised Statutes §92-4 and §92-5 (a) (2) and (4), the purpose of this Executive Session is to discuss Fire Chief Robert Westerman's 2017 Annual Job Performance Evaluation where consideration of matters affecting privacy will be involved provided that if the Chief requests an open meeting, an open meeting shall be held. And to consult with its attorney on questions and issues pertaining to the Commission's and the County's powers, duties, privileges, immunities and liabilities as they may relate to this agenda item.</p> <p><u>ES KFC 2018-002:</u> Pursuant to Hawai'i Revised Statutes §92-4 and §92-5 (a), (2) and (4), the purpose of this Executive Session is for the Commission to consult with its attorney as it relates to the hiring process to select a new Fire Chief, and to consult with its attorney on questions and issues pertaining to the Commission's and the County's powers, duties, privileges, immunities and liabilities as they may relate to this agenda item.</p>	<p>At 2:37 p.m., the Commissioners returned back into Open Session.</p> <p>Deputy County Attorney Nicholas Courson cited the Hawai'i Revised Statutes for items ES KFC 2018-001 and ES KFC 2018-002 to bring the meeting into Executive Session.</p> <p>Chair Nizo called for a motion to enter into Executive Session. Mr. Pacheco moved to enter into Executive Session. Ms. Kaauwai-Iwamoto seconded the motion. The motion carried 7:0. At 2:42 p.m. the Commissioner's entered into Executive Session.</p>
Return to Open Session to ratify the Commission actions in Executive Session	At 3:18 p.m., the Commissioners reconvened in Open Session. Chair Nizo called for a motion to ratify the actions taken in Executive Session for items ES KFC 2018-001 and ES KFC 2018-002.	Mr. Pacheco moved to ratify the Commission's actions taken in Executive Session for items ES KFC 2018-01 and ES KFC 2018-02. Ms.

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		<p>Kaauwai-Iwamoto seconded the motion. The motion carried 7:0.</p> <p><u>ES KFC 2018-01:</u> The Chief's evaluation was submitted to Staff for final compilation.</p> <p>ES KFC 2018-02: Motion carried 7:0 to select Option no. 1 as the Commission's primary and Option no.2 as a back-up; send letters of interest to all personnel in the Kaua'i Fire Department, also, each Commissioner will approach a potential candidate of their choosing.</p>
Adjournment	With no further business to conduct, Chair Nizo called for a motion to adjourn the meeting.	Mr. Pacheco moved to adjourn. Vice Chair Martinez seconded the motion. The motion carried 7:0. At 3:18 p.m. the meeting adjourned.

Submitted by: _____
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
Thomas Nizo, Chair

(x) Approved as circulated on March 5, 2018

() Approved as amended. See minutes of _____ meeting.